



Health Technology Clinical Committee

Date: Friday, February 6, 2009

Time: 8:00 am – 5:00 pm

Location: Marriott, SeaTac WA

RETREAT AGENDA

Purpose: Provide an opportunity for committee members to reflect on committee goals and evaluate progress in second year; identify what process and structure are satisfactory and what may need change. Build committee rapport and encourage supportive environment in order to effectively address substantive work. Provide direction to program staff.

Note: No committee action or decisions (e.g. review or re-review of health technologies or bylaw changes) will be taken at the retreat.

		TOPIC	OUTPUT
8 – 8:30 am	Chair – HTA All	1 - Committee Purpose / Mandate / Goals Meeting overview, Discussion of committee’s purpose, whether & how well it is being achieved <ul style="list-style-type: none">Resources: Statute, Bylaws, decisions to dateEach person identifies one positive thing and area needing improvement	Gather Individual Input Discussion of Purpose Decision on whether met
8:30 – 9:30 am	Agency All	2 - Feedback from Impacted Agencies Agency feedback on committee decisions, impacts and implementation <ul style="list-style-type: none">Resources: Agencies Presentation and Q&A	Hear Agency Update Discussion
Break (15 min)			
9:45 – 11:00 am	Leah All	3 - HTA Program Update HTA agency / program update - Recruitment, legislation and budget Overview of similar committees that may aid HTCC in effectiveness <ul style="list-style-type: none">Resources: CTAF, MEDCAC, and Ontario	Update
11 – 12:30 pm	All	4 - Committee Effectiveness Discussion and review of committee progress. Including: <ul style="list-style-type: none">Meeting Time and Structure<ul style="list-style-type: none">Clinical expertTime allocationReceipt of Comments and materialsDecision Format – (Current tool)Other	Discussion on what is working well Identification of what is not working well
Lunch (1hour)			
1:30 - 3:30 pm	All	5 - Lessons Learned / Changes Discuss potential changes to committee meeting structure and process	Proposals and discussion on process changes
Break (15 min)			
3:45 – 5:00 pm	Chair - All	Continue Discussions and Wrap Up Individual Comments on retreat; closing Chair comments and assignments if needed	Summarize day Identify tasks and responsibilities